

DEP

Recycling Processor Survey Registration Instructions

Click below to get instructions for:

[Part 1 – Registering with eDEP in 2 Steps](#)

[Part 2 – Completing the Recycling Processor Survey in 3 Steps](#)

If you have any questions, please contact Amy Roth at (617) 292-5634
or via email at Amy.Roth@state.ma.us

Part 1, Register with eDEP in 2 Steps to get a username and password.

If you already have a username and password, please [Click Here](#) to go directly to Part 2.

Instructions:

Step 1 of 2, Account Information. Use the instructions below to complete the required fields (indicated by *).

- **First Name; Last Name:** Type your first name; type your last name.
- **EMail:** Type your email address.
- **Username:** Type in a username of your choice that is at least 5 characters long but has NO spaces.
- **Nickname:** Type a nickname of your choice that is DIFFERENT from your username.
- **Password:** Type in a password of your choice that is at least 8 characters long and contains both numbers & letters.
- **Confirm Password:** Retype the password you chose.
- **Secret Question:** Select a question that you can use for retrieving a lost password.
- **Answer to Secret Question:** Type an answer to the question you selected.
- **Terms and Conditions:** Read the Terms and Conditions by clicking on the link.
- **I Agree; I Do Not Agree:** Check the box that indicates whether or not you agree with eDEP's Terms and Conditions. If you indicate that you do not agree, you will

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Step 1 of 2: Create Your Account

Create an account in eDEP by completing all the required fields *. Then click Next.

Personal Information - create your account profile. Please see [DEP's Privacy Policy](#).

*First Name	<input type="text"/>
Middle Name	<input type="text"/>
*Last Name	<input type="text"/>
Salutation	<input type="text" value="----"/> ▼
Suffix	<input type="text" value="----"/> ▼
Job Title	<input type="text"/>
*E-mail Address	<input type="text" value="e.g. , jsmith@domain.com"/>
Business Name	<input type="text"/>

Login and Security Information - create your login and security profile.

*Username	<input type="text"/>	Pick a username with at least 5 characters but with NO spaces
*Nickname	<input type="text"/>	Pick a nickname DIFFERENT from your username for sharing in eDEP
*Password	<input type="text"/>	Pick a password with at least 8 characters BOTH letters & numbers
*Retype Password	<input type="text"/>	
* Security Question	<input type="text" value="What is your pet's name?"/> ▼	Pick any question from this list.
*Answer Security Question	<input type="text"/>	Type your answer. Allows you to retrieve lost passwords.
Terms & Conditions	To register with eDEP, you must review and agree to the eDEP Terms and Conditions . Please indicate your agreement below: <input type="radio"/> I agree <input checked="" type="radio"/> I do not agree	

[◀ Back](#) [▶ Clear](#) [▶ Next](#)

not be able to file through eDEP Online Filing.

- **Click**

▶ **Submit**

Submit sends your information to eDEP where it is checked.

If there are any problems with your registration, you will be directed back to the registration page. Error messages in red will appear telling you what to correct.

You will need to both correct the errors AND re-enter your password and confirm password information, then Click Submit again.

When your information is correct, you will be sent to Step 2.

Instructions:

Step 2 of 2, How will you use eDEP.

Select



NO, none of the items describe me or how I will use eDEP.

Then click

▶ **Next**

You are now registered with eDEP and should proceed to Page 4 of these instructions to begin Part 2, Complete the Recycling Processor Survey in 3 Steps.

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Step 2 of 2: How will you use eDEP?

Do ANY items below describe you or how you will use eDEP? Answer yes or no. Then click Next.

☐ **Yes**, one or more of the items describe me or how I will use eDEP.

☐ **No**, none of the items describe me or how I will use eDEP.

- I will authorize other eDEP users -such as employees or consultants - to be agents of their organization or municipality and to file in eDEP.
- I am a Certified Toxics Use Reduction Planner.
- I am an employee of a TURA Reporting Facility.
- I am a Conservation Commission Member.
- I am a Groundwater Discharge Permittee
- I am a Hazardous Waste Transporter.
- I am a Laboratory Director for Water Quality.
- I am a Licensed Site Professional (LSP).
- I am a DEP Staff Member.

▶ **Next**

Part 2, Complete the Recycling Processor Survey in 3 Steps.

Before You Start the submission process, you **MUST** have

1. A PC with Internet access - please note that you will not be able to certify on Mac OS;
2. A login username and password (obtained in Part 1)
3. Either Microsoft Internet Explorer Version 5.0 and higher or Netscape Navigator Version 7.0 and higher
4. Free Adobe Acrobat Reader Version 5.0 and higher, EXCEPT Version 6.0. To obtain the free viewer, please see <http://www.adobe.com/products/acrobat/alternate.html>

Best Practices for completing the form.

1. Click the Save button at the top of each page of the form often to save your work.
2. Click the Validate button at the top of the form **ONLY** when you have fully completed the form.

Instructions:

My Homepage.

This screen is for your current and in process form submittals. If you are a first time user, you will have no submittals.

If you are not a first time submitter, your other reports (in process or completed) will be listed here.

To begin a new survey form,

Click [start new](#)

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My Homepage

User Name: RECYCLINGPROCESSOR Nickname: RECPROC1

[start new](#) | [filter](#)

Thank you for registering. You may begin using eDEP.

My Homepage will list all your transactions. You currently have no transactions.

To start a new transaction, please click [Start New](#).

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Instructions:

Online Forms.

Click on the TOP drop down menu and SCROLL DOWN the alphabetical listing to select the Recycling Processor Survey.

Select Recycling Processor Survey
With the form selected,

Click [▶ Create Form](#)

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OnLine Forms

Select the form you wish to submit

Recycling Processor Survey ▼

[▶ Create Form](#)

For the following forms, DEP has not received and/or processed the proof(s) of identity that are required before you can fill out the form. To see the required proof(s) of identity for a form, select the form from the list below, then click on the 'More Info' button.

BWSC 100 Complaint and Inquiry Log Form ▼

[▶ More Info](#)

Instructions:

Current Submittal, Step 1 of 3
Recycling Processor Survey.

Click [▶ Next Step](#)

Please wait a moment while the
browser loads the form.

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Current Submittal Transaction ID - 8698

In Step 1 of 3, you will complete, save and validate all forms and sub-forms related to this transaction.

To continue, click Next Step.

Step 1 [Recycling Processor Survey](#)

Step 2 Acceptance (Signature)

Step 3 Submit

[▶ Next Step](#)

I would like to :

[Delete this Submittal](#)

[Share this Submittal](#)

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[contact eDEP](#)

Instructions:

Survey Form. The form is divided into Sections A-D. Basic commands appear at the top of the first page of the form. They are:

Save to backup your work
Remember to Save often.

Save and Exit stores your work and exits the form.

Validate checks all your work.
Only Validate once you have completely filled out the form.

Print will send the form to your printer.

Clear erases information you've entered on the form.

Cancel exits the form without saving your changes.

To Complete the form move through the questions and type your responses in the fields provided.

Once the form is complete,

- click **Save** at the top of page 1
- click **Validate**

eDEP will then validate your form.

Validation Errors will display if there are errors on the form that you need to correct. **See page 7.**

Step 2 for Acceptance (Signature) will display if your form validates with no errors to correct. **See page 8.**



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention
2004 Recycling Processor Survey

A. Contact Information

1. Company Name	
2. Contact First Name	3. Contact Last Name
4. Mailing Address Line 1	
5. Mailing Address Line 2	
6. City	7. State MA
9. Telephone Number (555) 555-5555	8. Zip Code
10. Fax Number (555) 555-5555	
11. E-mail	

B. Facility Information

1. Facility Name if Different from Company Name above	
2. Facility Address Line 1	
3. Facility Address Line 2	
4. City	5. State
7. Facility Telephone Number (555) 555-5555	6. Zip Code
8. Facility Fax Number (555) 555-5555	
9. Web Site	
10. Maximum facility design capacity – tons per year: TPY	

C. Certification

"I have completed this form and certify that the information provided is accurate to the best of my knowledge."

1. Print Name	2. Title
3. Signature	4. Date (mm/dd/yyyy)

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



Please provide information on the person who completed this form.

eDEP online filers do not need to complete the signature and date fields in this section.

Instructions:

Validation Errors:

If validation returns errors in your form, go to the bottom of the Validation Errors page and

Click [Click to correct Error](#)

The form will open again (see screen shot 2, this page) and the fields that have errors will be highlighted in red.

Scroll through the form to find the errors highlighted in red and fix them.

Once the errors are fixed,

- click [Save](#) at the top of page 1
- click [Validate](#)

Once the form validates with no errors, you move on to Step 2, Acceptance (Signature).

Screen Shot 1

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Validation Errors

[Click to correct Error](#)

Question	Message Type	Message Description
DISPOSAL_TONS	ERROR	1028 - A response to this question is required in order to continue.

[Click to correct Error](#)

Screen Shot 2



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention

2004 Recycling Processor Survey

D. Material Recycled or Diverted in 2004

1. Indicate tonnage sent for disposal in landfill or combustion facility in 2004:

Total Tons

2. Indicate amount of tons recycled or diverted in 2004 for each material type – please round off if necessary:

Please only
include tonnage
from
Massachusetts
sources

Instructions:

Current Submittal, Step 2 of 3
Acceptance (Signature).
[Screen Shot 1]

Click 

Next Step then displays your
signature page.

See Screen Shot 2

Signature.
[Screen Shot 2]

Read and then check the box beside

☒ Section C Certification

Next type your name in the field.

NAME

If you are satisfied with the survey,

Click 

I Accept will take you to Step 3 of
3, Submit.

Screen Shot 1

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Current Submittal Transaction ID - 8698

You have successfully completed Step 1.

Step 1 ✓ [Recycling Processor Survey](#)

Step 2 [Acceptance \(Signature\)](#)

Step 3 Submit



I would like to :

[Delete this Submittal](#)

[Share this Submittal](#)

Screen Shot 2

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Signature

Please check the form(s) you wish to accept.

Recycling Processor Survey - 1 Form(s)

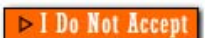
☐ Section C Certification

I have completed this form and certify that the information provided is accurate to the best of my knowledge.

By entering my name I acknowledge that I have read and agree with the certification statement.

NAME Date





Instructions:

Current Submittal, Step 3 of 3 Submit
[Screen Shot 1]

Click 

Submit will send your survey to eDEP and then display your summary and receipt. See Screen Shot 2 below.

Submittal Summary & Receipt
[Screen Shot 2]

Review your receipt.

Confirm that your email address is correct.

Then scroll to the bottom of this page and

Click 

Print Receipt will open a new browser window with a printer friendly version of your receipt. From this window print directly from your browser using the Print command.

Return to the **Submittal Summary & Receipt** window

Click 

Congratulations! You have successfully filed your Recycling Processor Survey through eDEP Online Filing. Thank you.

Screen Shot 1

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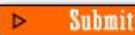
Current Submittal Transaction ID - 8698

You have successfully completed Step 2.

Step 1 ✓ [Recycling Processor Survey](#)

Step 2 ✓ [Acceptance \(Signature\)](#)

Step 3 [Submit](#)



I would like to :

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Screen Shot 2

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Submittal Summary & Receipt

To complete your transaction, you must confirm that your email address is correct and then **click Next**. To print a copy of this page for your records, click Print Receipt. Thank you for using eDEP.

☒ Send email confirmation to:



